



Reference No. 6.49

## JOB VACANCIES, MARCH 1974 AND MARCH 1975

### Introduction

In the Report of the Advisory Committee on Commonwealth Employment Service Statistics, issued in November 1973, it was suggested that the Australian Bureau of Statistics should assist the Department of Labor (as it then was) by participating in an appraisal of the Department's statistics on unemployment and job vacancies. Because of the importance of comprehensive and reliable vacancy statistics for framing general economic policy and for manpower policy the Committee strongly urged that the Bureau carry out quarterly job vacancy surveys.

2. It has not yet been possible to implement this suggestion; however, in order to test the methodology of such surveys, and at the same time to obtain information on the probable level and composition of job vacancies at different points of time, two sample surveys have been carried out—in March 1974 and March 1975.

3. Because they were the first of such surveys there have been unavoidable delays in compiling and analysing the results. Nevertheless, it is considered that these results will still be of value in providing a measure of the coverage of the Commonwealth Employment Service vacancy statistics. A summary of the survey results is given in paragraphs 18 - 21 and a comparison with the CES figures in paragraph 22. A further survey will be conducted in March 1976.

4. A copy of the basic collection form used in the surveys is shown on page 4 and detailed general explanatory notes showing particulars of the scope and coverage of the surveys, definitions, etc. are contained in the following paragraphs.

### Scope and coverage

5. The surveys covered vacancies for all wage and salary earners other than vacancies in the defence forces, in agriculture and in private households employing staff, vacancies for waterside workers employed on a casual basis, and vacancies in establishments of private employers (other than hospitals) not subject to payroll tax. At the time of the surveys payroll tax was payable by employers paying more than \$400 a week in wages and salaries (other than certain Australian Government bodies, religious and benevolent institutions, public hospitals and other similar organisations specifically exempted under the Australian and State Payroll Tax Acts 1971-1974).

6. Included in the survey results are vacancies for all categories of employees, including managerial, full-time, part-time, permanent, temporary and seasonal employees; and adults, juniors, trainees, apprentices, cadets, etc. Excluded are vacancies that would have been filled by persons already hired, by promotion or transfer of existing employees, or by employees returning from paid or unpaid leave or after industrial disputes. Also excluded are vacancies that were not immediately available for filling on the survey date, that is, those that became available after the specified date. The surveys did not cover vacancies for work to be done under contract, such as by building sub-contractors, owner-drivers, etc.

7. Because the surveys were limited in scope and coverage (e.g. private employers not subject to payroll tax were excluded) the results do not give the total number of job vacancies in Australia at the survey dates. The underestimation may be greater in those industries (e.g. retail trade) and occupations (e.g. shop assistants) where the payroll tax coverage is low.

### Industry and Occupation Classifications

8. The industry classification used for these surveys is the Australian Standard Industrial Classification (ASIC) described in *Australian Standard Industrial Classification (Preliminary Edition) 1969*, Vol. 1. The industry divisions and sub-divisions shown in Table 4 are those used to classify and stratify employees for sampling purposes; more detailed industry figures are therefore not available. The occupation classification is based on the Australian Classification of Occupations (ACO) adopted for the 1971 Census of Population, described in *Classification and Classified List of Occupations*, June 1971.

### Sample Design

9. Employers included in the surveys were selected from lists of employers stratified by State, sector, industry and number of employees. All Australian and State government departments and authorities, private employers with 500 or more employees and local government authorities with 200 or more employees were included in the surveys. Samples of private payroll taxpayers, non-government hospitals and local government authorities were selected from the remainder. In 1975 the total number of employers in the survey was about 8,800.



## Definitions

10. A *job vacancy* was defined as a job immediately available for filling on the survey date and for which active steps were being taken by the employer to find or recruit an employee from outside the enterprise or authority in the particular State or Territory. Active steps to find or recruit an employee included efforts to fill vacancies by advertising, by factory notices, by notifying government or private employment agencies or trade unions and by contacting, interviewing or selecting applicants already registered with the enterprise or authority.

11. *Vacancies for adults* comprise those for which the adult rate of pay would be paid, and all vacancies open to either adult or junior applicants without preference.

12. *Vacancies for juniors* are those open to applicants under 21 years of age who would not be paid at the adult rate for the occupation. Vacancies for apprentices, trainees, cadets and other juniors were reported against the occupation for which they were to be trained.

13. *Private sector* refers to private employers subject to payroll tax and employees of non-government hospitals not subject to payroll tax.

14. *Government sector* refers to employees of Australian and State government departments, authorities and semi-government bodies and of local government authorities.

15. The *job vacancy rate* is calculated by expressing the number of job vacancies as a percentage of the number of employees plus vacancies.

## Reliability of the Estimates

16. As the private sector and local government sector of the survey were surveyed by means of samples (see paragraph 9), the estimates in this bulletin are subject to sampling variability, that is, variations which might occur by chance because only samples of employers were surveyed. The extent of the detail published has been determined after considering estimated measures of sampling variability.

17. The imprecision due to sampling variability should not be confused with other inaccuracies such as those which may occur because of imperfections due to reporting by respondents. Inaccuracies of this kind are referred to as the non-sampling error and may occur in any enumeration, whether it be a full count or a sample. Every effort has been made to reduce the non-sampling error to a minimum by careful design of questionnaires, efficient operating procedures and careful editing of the returns.

## Summary of Results

18. Significant changes occurred in the number and categories of job vacancies between the two survey dates (29 March 1974 and 27 March 1975). The number of vacancies fell by 110,000 and the job vacancy rate from 3.6 per cent to 1.3 per cent (see paragraph 15). In March 1974, 64 per cent of vacancies were open only to males, 24 per cent only to females, and 12 per cent to either males or females without preference. In March 1975 the corresponding figures were 57 per cent, 21 per cent and 22 per cent. Vacancies for males fell by 74,700 (or 70 per cent), for females by 27,800 (71 per cent) and for either males or females without preference by 7,500 (or 38 per cent). Vacancies in the private sector in March 1975 were only 28 per cent of the March 1974 level. The corresponding public sector figure was 53 per cent. (See Table 1).

19. In March 1974 the principal occupations for which the highest number of vacancies were recorded were production-process workers (other than food and drink), clerical workers and labourers (other than builders labourers). In March 1975 the number of vacancies had fallen for practically all principal occupations shown in Table 2 but particularly large falls occurred for production-process workers (other than food and drink) (13,500 or 86 per cent) and storemen and packers (3,700 or 88 per cent). For the former the absolute fall was the largest recorded amongst the principal occupations listed. (See Table 2.).

20. In March 1974 almost 59 per cent of vacancies were recorded for tradesmen, production-process workers and labourers but in March 1975 only 43 per cent of total vacancies were for this major occupation group. This group showed an absolute fall of 73,600 vacancies which was 67 per cent of the fall in total vacancies. All major occupation groups recorded falls in vacancies between March 1974 and March 1975: however, the percentage of total vacancies in each major group rose except for workers in transport and communication and for tradesmen, production-process workers and labourers. (See Table 3.).

21. Between March 1974 and March 1975 the job vacancy rate for manufacturing industries fell from 4.9 per cent to 1.3 per cent. The smallest decrease was in public administration and defence and community services (from 2.7 per cent in 1974 to 1.8 per cent in 1975). The greatest falls were recorded for textiles, clothing and footwear (from 6.0 to 1.4 per cent) and for fabricated metal products; other machinery, etc. (from 6.6 to 1.8 per cent). This latter industry also recorded the greatest absolute fall in the number of vacancies (16,200 or 15 per cent of the total fall). (See Tables 4 and 5).



### Comparability with Commonwealth Employment Service Statistics

22. For a number of reasons the estimates obtained from these surveys differ from the number of

vacancies registered with the Commonwealth Employment Service (CES) at the end of March 1974 and March 1975. The following table shows the number of job vacancies as measured by the two sets of statistics. For purposes of comparison, job vacancies in primary production have been excluded from the CES figures.

#### JOB VACANCIES, AUSTRALIA

	March 1974			March 1975		
	Males	Females	Persons	Males	Females	Persons
CES	53,963	31,385	85,348	22,578	10,337	32,915
ABS survey	(a)126,000	39,200	165,200	(a)43,900	11,300	55,200
Ratio of CES to survey figures (per cent)	43	80	52	51	91	60

(a) Includes job vacancies for either males or females without preference.

23. The principal reason for the difference is that, because notification of vacancies is voluntary, many vacancies are not registered with the CES. Other reasons are:

- (a) the survey estimates relate to vacancies *immediately* available for filling on the survey date, whereas the CES statistics relate to vacancies which were unfilled at the Friday nearest the end of the month and which employers claimed could be filled if labour were *supplied immediately or within the following month*.
- (b) the coverage of the surveys is somewhat restricted (see paragraph 5) and the results are

subject to sampling variability (see paragraph 16).

- (c) the CES figures may include some vacancies already filled or cancelled by the date at which the figures are compiled, but of which the CES may not have been notified.

NOTE: Estimates of job vacancies shown in this statement have been rounded to the nearest hundred. Percentages have been rounded to the first decimal place. Any discrepancies between totals and the sum of components are due to rounding.



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See instructions on page

Occupation	Males		Females		Either Males or Females	
	Adult	Junior	Adult	Junior	Adult	Junior
Boilermakers, structural steel workers .....						
Carpenters, joiners .....						
Cleaners – offices, buildings .....						
Clerical workers .....						
Clothing trades workers .....						
Cooks, maids, kitchen staff, etc. ....						
Electricians, electrical fitters .....						
Fitters, turners – metal trades .....						
Labourers – builders .....						
Labourers – other .....						
Managers, directors, executives, etc. ....						
Mechanics – motor vehicles .....						
Mechanics (not motor vehicles) .....						
Metal machinists, machine setters, etc. ....						
Motor vehicle drivers .....						
Nurses (including trainees) .....						
Nursing aides, hospital attendants .....						
Office machine operators .....						
Operators of earth-moving and construction machinery .....						
Packers, wrappers, labellers .....						
Painters, decorators, etc. ....						
Panel-beaters .....						
Production process workers –						
Food, beverages .....						
Other than food, beverages .....						
Salesmen, shop assistants .....						
Sheetmetal workers, can makers .....						
Stenographers, typists .....						
Technicians, technical assistants .....						
Tradesmen's assistants .....						
Welders and flame cutters .....						
Other – (Please specify)						
.....						
.....						
.....						
.....						
.....						
.....						
.....						
.....						

## TOTAL JOB VACANCIES

at 27 March 1975

Please comment briefly on any abnormal factors affecting job vacancies at 27 March 1975 .....

.....

.....

Nature of employer's activity .....

Mr

Name of person to be contacted if any queries arise

Mrs

Miss

Telephone No. ....

Signature .....

Date .....



TABLE 1. — JOB VACANCIES, STATES AND TERRITORIES

	Australia											
	N.S.W.	Vic.	Qld.	S.A.	W.A.	Tas.	N.T.	A.C.T.	For adults (a)	For juniors (a)	Total	
JOB VACANCIES												
	Number ('000)											Per cent
March 1974 —												
For males	41.0	32.1	13.3	9.0	7.1	1.7	0.8	1.4	97.0	9.3	106.4	64.4
For females	14.4	13.4	5.7	2.4	2.1	0.5	0.1	0.5	29.4	9.7	39.2	23.7
For males or females (b)	7.3	6.0	1.6	0.8	0.9	0.2	0.5	2.1	18.2	1.4	19.7	11.9
Total	62.7	51.6	20.6	12.2	10.1	2.4	1.5	4.0	144.7	20.5	165.2	100.0
Private sector (a)	49.0	43.0	16.1	10.4	8.6	1.8	(c)	(c)	115.4	16.0	131.3	79.5
Government sector (a)	13.7	8.6	4.5	1.8	1.5	0.7	(c)	(c)	29.3	4.6	33.9	20.5
March 1975 —												
For males	11.6	8.5	3.4	2.4	3.3	0.9	0.9	0.7	28.3	3.3	31.7	57.3
For females	4.7	2.9	1.9	0.7	0.5	0.2	0.2	0.2	8.4	3.0	11.3	20.5
For males or females (b)	2.9	3.5	1.8	0.9	0.6	0.1	0.4	1.9	11.6	0.6	12.2	22.1
Total	19.3	14.9	7.1	4.1	4.4	1.2	1.5	2.8	48.3	7.0	55.2	100.0
Private sector (a)	13.7	10.9	4.0	2.8	3.3	0.8	(c)	(c)	32.6	4.7	37.3	67.5
Government sector (a)	5.6	3.9	3.1	1.3	1.1	0.4	(c)	(c)	15.7	2.3	17.9	32.5
JOB VACANCY RATES (a)												
March 1974	3.7	4.0	3.7	3.1	3.0	2.0	6.7	5.6	(c)	(c)	3.6	
March 1975	1.3	1.2	1.4	1.1	1.4	1.1	5.2	3.8	(c)	(c)	1.3	

(a) For definitions see paragraphs 10 to 15, page 2. (b) Vacancies open to male or female applicants without preference. (c) Not available.

TABLE 2. – JOB VACANCIES : PRINCIPAL OCCUPATIONS  
(’000)

Code number (a)	Occupation (a)	March 1974	March 1975
030-034	Nurses, including probationers and trainees	4.4	2.8
070	Draftsmen and tracers	1.3	0.5
071-081	Technicians and technical assistants, n.e.c.	2.9	1.4
100-119	Administrative, executive and managerial workers	2.1	1.4
150, 160	Book-keepers, cashiers, office machine operators	2.8	0.7
155	Stenographers and typists	3.6	2.0
161-163	Other clerical workers	15.6	7.5
200-201, 211-217	Sales workers, excluding commercial travellers	7.9	3.9
400-425	Miners, quarrymen and related workers	1.4	0.5
520-522, 524	Drivers, road transport	3.8	0.8
646	Motor vehicle mechanics	4.2	1.2
654	Boilermakers, including metal plate and structural steel workers	3.1	1.1
660	Electricians, including electrical mechanics	0.9	0.7
675	Carpenters, joiners	4.0	0.7
673, 697	Tradesmens assistants	2.3	0.5
	Production – process workers –		
720-728, 736	Food and drink	2.7	1.0
735,737,743-745,748,750	Other	15.7	2.2
767	Storemen and packers	4.1	0.5
	Labourers –		
782	Building and construction	2.0	0.7
772-781,783-785	Other	14.3	3.5
801	Policemen	0.9	1.0
807-809	Cooks, maids, catering and kitchen workers	2.9	1.6
821	Cleaners, offices, buildings	2.2	0.5
..	Other occupations	60.1	18.5
	<b>Total</b>	<b>165.2</b>	<b>55.2</b>

(a) See paragraph 8, page 1 regarding Classification of Occupations.



TABLE 3. - JOB VACANCIES - OCCUPATION GROUPS (a), PRIVATE AND GOVERNMENT SECTORS

Major occupation group (a)	March 1974				March 1975			
	Private sector (b)	Government sector (b)	Total Number ('000)	Total Per cent	Private sector (b)	Government sector (b)	Total Number ('000)	Total Per cent
0. Professional, technical and related workers								
1. Administrative, executive and managerial workers	6.4	9.1	15.5	9.4	3.2	6.7	9.9	18.0
2. Clerical workers	14.3	7.7	22.0	13.3	4.8	5.4	10.2	18.5
3. Sales workers	8.4	0.2	8.6	5.2	3.9	*	3.9	7.1
5. Miners, quarrymen and related workers	1.3	0.1	1.4	0.8	0.5	*	0.5	1.0
6. Workers in transport and communication	4.3	5.4	9.6	5.8	1.3	0.9	2.2	4.0
4,7/8 Tradesmen, production - process workers and labourers, n.e.c. (c)	88.7	8.7	97.3	58.9	21.0	2.7	23.7	42.9
9. Service, sport and recreation workers	8.0	2.8	10.8	6.5	2.5	2.2	4.7	8.5
Total	131.3	33.9	165.2	100.0	37.3	17.9	55.2	100.0

(a) Major occupations groups of the *Australian Classification of Occupations*. See paragraph 8, page 1. (b) For definitions see paragraphs 13 and 14, page 2. (c) Includes farmers, fishermen, hunters, timber getters and related workers as reported by respondents whose principal industry was other than Agriculture etc. (ASIC sub-divisions 01 and 02). Respondents whose principal industry was Agriculture etc. were not included in the surveys.

\* Less than 50.



TABLE 4. — JOB VACANCIES : INDUSTRIES (a)

A.S.I.C. Code			March 1974		March 1975	
Division	Sub-division	Industry (a)	Number ('000)	Job vacancy rate (per cent)	Number ('000)	Job vacancy rate (per cent)
B		Mining	3.0	4.1	1.5	1.9
C		Manufacturing	67.8	4.9	15.4	1.3
	21-22	Food, beverages and tobacco	5.7	2.6	1.9	0.9
	23,24	Textiles; clothing and footwear	10.4	6.0	1.8	1.4
	26	Paper, printing, etc.	3.1	3.0	0.7	0.7
	27	Chemical, petroleum and coal products	1.6	2.2	0.6	0.8
		Metal products, machinery and equipment	35.4	5.9	8.1	1.5
	29	Basic metal products	4.8	4.6	1.2	1.1
	31,33	Fabricated metal products; other machinery, etc.	21.4	6.6	5.1	1.8
	32	Transport equipment	9.2	5.3	1.8	1.3
	25,28,34	Other	11.7	5.3	2.3	1.2
D		Electricity, gas and water	0.9	0.8	0.4	0.4
E		Construction	14.4	4.5	4.0	1.3
F		Wholesale and retail trade	28.1	3.5	9.7	1.3
	46-47	Wholesale trade	11.1	3.2	3.0	0.9
	48	Retail trade	17.0	3.8	6.7	1.6
G,H		Transport and storage; communication	12.3	2.8	2.6	0.7
I		Finance, insurance, real estate and business services	10.7	2.9	3.8	1.2
J,K		Public administration and defence; community services (b)	21.7	2.7	15.6	1.8
A,L		Other (c)	6.2	2.5	2.4	0.9
		Total	165.2	3.6	55.2	1.3

(a) See paragraph 8, page 1. (b) Excludes defence forces. (c) Excludes agriculture (ASIC sub-division 01), services to agriculture (02) and private households employing staff (94).



TABLE 5. — JOB VACANCIES : MANUFACTURING AND NON-MANUFACTURING, STATES  
(<sup>'000</sup>)

	March 1974			March 1975		
	Manufacturing (a)	Non- Manufacturing (b)	Total	Manufacturing (a)	Non- Manufacturing (b)	Total
New South Wales	26.4	36.3	62.7	6.1	13.2	19.3
Victoria	25.4	26.2	51.6	5.0	9.8	14.9
Queensland	5.7	14.9	20.6	1.1	5.9	7.1
South Australia	5.6	6.7	12.2	1.3	2.8	4.1
Western Australia	3.5	6.6	10.1	1.3	3.1	4.4
Tasmania	0.9	1.5	2.4	0.4	0.8	1.2
Australia (c)	67.8	97.4	165.2	15.4	39.8	55.2

(a) ASIC Division C. (b) ASIC Divisions A to L, *excluding* Division C (manufacturing), Sub-divisions 01, 02 (agriculture, etc.) and 94 (private households employing staff), and defence forces. (c) Includes the Northern Territory and the Australian Capital Territory. Industry details for the Territories are not available.

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NOTE. Inquiries concerning these statistics may be made in Canberra by telephoning Mr G. Laurie on 52 7911 extension 6573 or, in each State capital, by telephoning the office of the Australian Bureau of Statistics.



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